

Purchasing Thresholds

Purchasing Ordinance No. OC SAN-61, Article 2, 5 & 7

Goods & Services	
Purchase Amount	Rule That Applies
\$25,000 or Less	<ul style="list-style-type: none"> One (1) Quote Required
\$25,001 - \$100,000	<ul style="list-style-type: none"> Three (3) Informal Bids Required Or Sole Source if Applicable
\$100,001 - \$150,000	<ul style="list-style-type: none"> Formal Bid Required via PlanetBids Or Sole Source (if applicable)
\$150,001 - \$250,000	<ul style="list-style-type: none"> Formal Bid Required via PlanetBids Or Sole Source (if applicable)
>\$250,000	<ul style="list-style-type: none"> Formal Bid Required via PlanetBids Or Sole Source (if applicable)

Public Works	
Purchase Amount	Rule That Applies
\$25,000 or Less	<ul style="list-style-type: none"> One (1) Quote Required
\$25,001 - \$35,000	<ul style="list-style-type: none"> Three (3) Informal Bids Required Or Sole Source if Applicable
>\$35,000	<ul style="list-style-type: none"> Formal Bid Required via PlanetBids Or Sole Source if Applicable

Note: Purchase amount includes ALL costs (tax & freight). Purchases over \$150,000 require Committee and/or Board approval.